Warren Newport Public Library

Board of Trustees

Regular Meeting

August 15, 2023   7:00 PM

McCullough Board Room

AGENDA

I. Call to order, roll call and Determination of quorum. {<1}

II. Pledge of Allegiance. {<1}

III. Reading of the Mission Statement. {<1}

IV. Public Comments, Correspondence and Communications. INFORMATION {20}
   a. Public Comments.
   The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
   b. Written:
      i. Memoranda from legal counsel, if any.
      ii. Other

V. Consent agenda *(Any trustee may remove items from the consent agenda for separate action by the Board.)* ACTION {5}
   a. Approval of Secretary's report: Minutes of Regular Meeting July 18, 2023. **Page 4**
   b. Report of Standing Committees:
      i. Decennial Committee in Local Government Efficiency, August 1, 2023. **pg. 9**
      ii. Committee of the Whole August 1, 2023
         1. Finance **pg. 10**
         2. Building and Grounds **pg. 11**
         3. Summary and General **pg. 12**
   c. Monthly Financial Statements for June 2023
   d. Approval of payrolls for July 2023
   e. Approval of bills payable for June 2023

    f. Patron Suggestions July 2023 **pg. 13**
MOTION: THAT THE CONSENT AGENDA BE APPROVED AS
PRESENTED.

VI. Item(s) removed from consent agenda, if any. ACTION {5}

VII. President's report. INFORMATION {5} **pg. 14**

VIII. Reports of other trustees. INFORMATION {5}

IX. Executive Director's report August 2023. INFORMATION {5} **pg. 15**

X. Old Business
    a. Building System update. INFORMATION {10}
    b. Quiet Reading Room update. INFORMATION {5}
    c. WNPL Investment Options. INFORMATION {5}

XI. New business
    a. 2023 Illinois Public Libraries Annual Report (IPLAR). ACTION {5} **pg. 26**
MOTION: THAT THE BOARD APPROVE THE 2023 ILLINOIS
PUBLIC LIBRARIES ANNUAL REPORT (IPLAR) TO BE SUBMITTED
TO THE OFFICE OF THE ILLINOIS SECRETARY OF STATE
PURSUANT TO LAW.

    b. Building closure for rooftop unit installation. ACTION {5}
MOTION: THAT THE MAIN LIBRARY BE CLOSED TO THE PUBLIC
FROM MONDAY, NOVEMBER 27 TO WEDNESDAY, DECEMBER 13
IN ORDER TO SAFETY COMPLETE THE BUILDING SYSTEMS
PROJECT.

    c. WNPL Annual Audit. INFORMATION {5}

    d. Other potentially actionable items: Agenda items for September 2023
Regular Meeting. INFORMATION {5}
      i. Monthly Financial Statements for July 2023
     ii. Annual Budget and Appropriation Ordinance
    iii. Proclamation Friends of the Library Week Resolution
    iv. Board Policies
        1. 1053 Recording Board Meetings
        2. 3023 Fines and Fees
        3. 3055 Display and Literature Distribution
     v. Personnel Policies
     vi. Quarterly Review of Executive Director Evaluation and Goals

224 North O'Plaine Road, Gurnee, Illinois 60031
847-244-5150   FAX 847-244-3499
www.wnpl.info

*Individuals requiring special accommodations as specified by the American with Disabilities Act are requested
to notify the Library Director at 847-244-5150 ext.3161 at least 48 hours in advance of this meeting date.*

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vii. Other

XII. Public forum {15}

The Board of Trustees allows up to 15 minutes for Public Forum. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.

XIII. Announcements {5}
   a. By the chair:
      i. Communications to the public
      ii. Upcoming calendar:
         1. Next Regular Meeting: Tuesday, August 15, 2023, 7:00 p.m.
         2. Friends of the Library Meeting, Thursday, August 24, 2023, 1:00 p.m.
         3. Next Committee of the Whole Meeting: September 5, 2023, 7:00 p.m.
   b. By other trustees or the director

XIV. Adjournment. ACTION {<1}
   MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 109 minutes}

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Regular Board Meeting
Tuesday, July 18, 2023
McCullough Board Room

Call to Order, Roll Call, and Determination of Quorum
President Kotsinis called the Meeting to order at 7:00 p.m.

Trustees present: Beckwith, Farr Capizzi, Kotsinis, Hamilton and Sutton.
Trustees absent: Arnold and Flores.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar and Mike Barr.

Pledge of Allegiance
President Kotsinis led those present in the Pledge of Allegiance.

Reading of Mission Statement
President Kotsinis read the Mission Statement aloud.

Public Comments, Correspondence and Communications. None.

Vice President Flores arrived at the meeting at 7:01 p.m.

Consent Agenda
   a. Approval of payrolls for June 2023
   b. Approval of bills payable for May 2023
   c. Patron Suggestions June 2023
Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.
Absent: Arnold

President's Report
President Kotsinis presented a written report in the packet.

Reports of Other Trustees
Treasurer Farr Capizzi and Trustee Hamilton met with Doug Wideburg,
Business Manager to review the expenditure cycle.

Executive Director's Report July 2023
Executive Director Livergood presented a written report in the packet.

Old Business
a. Building System update
Executive Director Livergood presented a written report in the packet.

b. Signage Options update
Executive Director Livergood gave an oral update at the meeting.

c. Approval of Strategic Plan FY 2023-2025
Executive Director Livergood presented a written report in the packet.
Trustee Sutton moved and Secretary Beckwith seconded that the Board
approve Strategic Plan FY 2023-2025 as presented.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Hamilton, Flores, Sutton, Farr Capizzi, Kotsinis
Absent: Arnold

d. Approval Semi-annual Review of closed session minutes
Secretary Beckwith moved and Trustee Hamilton seconded that the Board
approve the semi-annual review of closed session minutes as presented.
The motion carried on a voice vote.
Absent: Arnold

New Business
a. Approval of Secretary's report: Minutes Regular Meeting June 20, 2023
Trustee Sutton moved and President Kotsinis seconded to approve the Minutes
of Regular Meeting June 20, 2023 as presented.
The motion carried on a roll call vote as follows:
Ayes: Sutton, Hamilton, Farr Capizzi, Kotsinis
Abstain: Beckwith, Flores
Absent: Arnold

b. Approval of Monthly Financial Statements for May 2023
Treasurer Farr Capizzi moved and Trustee Hamilton seconded to approve the Monthly Financial Statements for May 2023 as presented.
The motion carried on a roll call vote as follows:
Ayes: Hamilton, Sutton, Farr Capizzi, Flores, Beckwith, Kotsinis
Absent: Arnold

c. Ordinance 2023/2024-1 Building and Maintenance Tax
Trustee Sutton moved and President Kotsinis seconded that Ordinance 2023/2024-1 Building and Maintenance Tax be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Flores, Farr Capizzi, Sutton, Hamilton, Beckwith, Kotsinis
Absent: Arnold

d. Ordinance 2023/2024-2 Non-resident Library Card Program
President Kotsinis moved and Vice President Flores seconded that Ordinance 2023/2024-2 Non-resident Card Program be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Sutton, Farr Capizzi, Hamilton, Flores, Kotsinis
Absent: Arnold

e. Ordinance 2023/2024-3 Tentative Budget and Appropriation Ordinance
President Kotsinis moved and Trustee Hamilton seconded that Ordinance 2023/2024-3 Tentative Budget and Appropriation Ordinance be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Flores, Farr Capizzi, Sutton, Hamilton, Kotsinis
Absent: Arnold

f. Setting the Public Hearing for the annual Budget and Appropriation for FY23-24
President Kotsinis moved and Trustee Sutton seconded that the Public Hearing for the Annual Budget and Appropriation be set for Tuesday, September 19, 2023 at 6:45 p.m.
The motion carried on a voice vote.
Absent: Arnold

g. WNPLD Secretary's Audit of Minutes FY22-23 for 2023 IPLAR
President Kotsinis and Trustee Hamilton volunteered to audit the Secretary's Minutes FY22-23 for 2023 Illinois Public Libraries Annual Report.

h. Approval of Board Policy 3013 Library Card
President Kotsinis moved and Secretary Beckwith seconded that Board Policy
3013 Library Card be approved as amended.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Farr Capizzi, Flores, Hamilton, Sutton, Kotsinis
Absent: Arnold

i. Approval of Board Policy 3020 Circulation
President Kotsinis moved and Secretary Beckwith seconded that Board Policy
3020 Circulation be approved as amended.
The motion carried on a roll call vote as follows:
Ayes: Flores, Beckwith, Sutton, Hamilton, Farr Capizzi, Kotsinis
Absent: Arnold

j. Approval of Board Policy 3023 Fines and Fees
Treasurer Farr Capizzi moved and Vice President Flores seconded that Board
Policy 3023 Fines and Fees be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Flores, Hamilton, Sutton, Farr Capizzi, Beckwith, Kotsinis
Absent: Arnold

k. Approval of Board Policy 4030 FOIA
President Kotsinis moved and Trustee Sutton seconded that Board Policy 4030
FOIA be approved as presented amended.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Flores, Hamilton, Farr Capizzi, Sutton, Kotsinis
Absent: Arnold

l. Other potentially actionable items: Agenda items for August 2023
   Regular Meeting.
   i. Monthly Financial Statements for June 2023
   ii. Approval of 2023 Illinois Public Library Annual Report (IPLAR)
   iii. Treasurer's Annual Report for all Receipts and Expenditures FY22-23
   iv. Annual Audit of WNPL Financial Statements Information
   v. Board Policies TBD

Public Forum.
Mike Barr gave his point of view on the Strategic Plan for FY23-25.

Announcements
   a. By the Chair:
       i. Upcoming calendar
           1. Next Committee of the Whole Meeting: Tuesday, August 1, 2023, 7:00 p.m.
           2. WNPL Decennial Committee on Local Government Efficiency, August 1, 2023, 7:000 p.m.
           3. Gurnee Days Celebration, Saturday, August 12 and Sunday, August 13, 2023,
           4. Friends of the Library Meeting Book Sale, August 12, 2023, 10:00 a.m. – 3:00 p.m.
           5. Next Regular Meeting: Tuesday, August 15, 2023, 7:00 p.m.
           6. Friends of the Library Meeting, Thursday, August 24, 2023, 1:00 p.m.
           7. Library After Dark Fundraising event, Saturday, October 7, 2023, 7:00 p.m.

   b. By other trustees or the director
      Vice President Flores announced that she invited Elected Officials to attend the Back-to-School Community Event on July 29, 2023.

Adjournment
Treasurer Farr Capizzi moved and President Kotsinis seconded that the meeting be adjourned.
The motion carried on a voice vote.
Absent: Arnold

President Kotsinis adjourned the meeting at 7:57 p.m.

_____
Jo Beckwith, Secretary

Approved: _____

_____
Celia G. Ornelas, Recording Secretary

Warren-Newport Public Library District
Board of Trustees
Committee Report

Committee Name: WNPL Decennial Committee on Local Government Efficiency

Date and Location: Committee of the Whole August 1, 2023; McCullough Board Room

Members Attending: Katherine Arnold, Mike Barr, Jo Beckwith, Chairperson, Andrea Farr Capizzi, Celeste Flores, Wendy Hamilton, George Kotsinis, Ryan Livergood, Bonnie Sutton.

Also present: Gina Ornelas, Rebekah Raleigh

Members Absent: Ed Gallagher

Residents in attendance: None.

Jo Beckwith called the meeting to order at 7:03 p.m.

Overall Summary: Background information. What was discussed? What are the next steps?

Committee members discussed Draft 1 of the report written by staff. Suggestions for changes were:
Section IV: Use the alternative list and add descriptions where needed.
Section V: Limit to the last 10 years. Consider other kinds of recognition, such as 2014 Librarian of the Year Steve Bero; bond rating; community reviews; and testimonials.
Section VII: Mention that this is not a comprehensive list. Put items in categories where applicable, i.e. schools. More clearly define how WNPL works with these organizations. Add State Treasurer's Office, Joyce Mason's office, and Mano A Mano. Typos: PreK, Go Gurnee/Gurnee Mills?
Section VIII: Give explanations of these documents and procedures. Add Schedule of CW Meetings; Statement of Economic Interest by Trustees for County Clerk; Board memberships in ALA, ILA, and United for Libraries; Policy descriptions and review schedule. Typos/Corrections: Schedule of Regular Meeting<u>S</u>; Biannual (not Periodic) Meeting to Review Closed Meeting Minutes
Section IX: Put the most impactful items first in the list, such as refinancing bonds at a lower interest rate; Categorize like items together and add Governance and Ethics as categories; add explanations where needed;
Section X: Add size of bookmobile and replacement. Move lifespan of roof to section XI.
Section XI: Typo: Do a more effective job of provid<u>ING</u> library services…
Section XIII: TBD
Submitted by: Change from Chairman to Chairperson

Tasks Pending (if any) Who – What – When: Who's doing the task? What is it? What's the deadline?
Staff will make discussed changes.

Next Meeting: October 3, 2023 Committee of the Whole

The meeting adjourned at 7:45 p.m.

Jo Beckwith, Chairperson
August 1, 2023

Warren-Newport Public Library District
Board of Trustees
Committee of the Whole Report

Committee Work: Finance

Date and time: August 1, 2023

Attendees: Jo Beckwith, George Kotsinis, Andrea Farr Capizzi, Wendy Hamilton, Bonnie Sutton, Celeste Flores, Ryan Livergood, Rebecca Raleigh, and Gina Ornelas.

Summary: What was discussed, reported on, accomplished? Was there consensus on a decision?

- Discussion on moving money into investments and possibly a new account at another bank to get a 4%+ interest rate on a money market account.

- Financial statements for the 12 months ended June 30, 2023, were discussed, and are recommended for approval at the August 2023, board meeting.

Recommendation(s) for Board Action (if any):

Move that the Board approve the June 30, 2023, financial statements as presented.

Tasks Pending (if any) Who – What – When: Who's doing the task? What is it? What's the deadline?

Possibility to open a new money market bank account to get a higher interest rate.

Agenda item(s) for next Committee of the Whole:

Evaluation of the July 31, 2023 financial statements.

Respectfully submitted: Andrea Farr Capizzi / August 1, 2023

Warren-Newport Public Library District
Board of Trustees
Committee of the Whole Report

Committee Work: Buildings & Grounds

Date: August 1, 2023

Summary:

BUILDING SYSTEMS:
Ryan reported that he is still waiting for an answer regarding the cost of possibly storing the roof units until spring for installation.
However, Ryan also stated that the timeline of installing the units in early December could work out with regards to the finals schedule for high school students wishing to use the library to study. If for some reason the installation takes longer than expected, or there is a delay for some reason, he is confident that our community partners will assist our high school students wishing to use the facilities to study for their final exams.

QUIET READING ROOM:
Ryan explained that there has been a bit of a delay in the delivery of the furniture for the Quiet Reading Room. Expected shipment date is now August 14, 2023, however then the shipment must be delivered and set up, so he is expecting this to be completed hopefully by the end of August.

SIGNAGE OPTIONS:
No additional information at this time. The local vendor needs to be scheduled to come to WNPL to measure the windows we are interested in for the cling-on WNPL signage.

LIBRARY TOUR:
Completed by Ryan and Miguel. The Board toured the outdoor grounds and building, as well as various indoor locations.

Recommendation(s) for Board Action (if any), consent agenda or new business?

Tasks Pending (if any) Who – What – When:

Agenda item(s) for next Committee of the Whole:

Ryan will update the Board on:
1. Cost of storing the roof units
2. Local sign vendor's cost, etc. for new WNPL signage
3. Quiet Reading Room furniture delivery

Submitted by/date:

Bonnie Sutton, Trustee
August 1, 2023

Warren-Newport Public Library District
Board of Trustees
Committee of the Whole Report
Summary, Personnel, and General

Date, and Location: McCullough Board Room

Members Attending: Jo Beckwith, Andrea Farr Capizzi, Celeste Flores, George Kotsinis, Bonnie Sutton, Wendy Hamilton, Katherine Arnold, Ryan Livergood

Also Attending: Gina Ornelas, Rebekah Raleigh, Mike Barr

Overall Summary:
The meeting was called to order at 7:02 p.m.

The WNPL Decennial Committee on Local Government Efficiency held its second meeting as the first topic of the Committee of the Whole, followed immediately by the remaining Committee areas.

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Farr Capizzi moved, and Trustee Beckwith seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:50 p.m.

<u>**Personnel Topics:**</u> What was discussed, reported on, accomplished? Was there consensus on a decision?

<u>None discussed</u>

<u>**General Topics:**</u> What was discussed, reported on, accomplished? Was there consensus on a decision?

<u>2023 Illinois Public Libraries Annual Report (IPLAR)</u>
Ryan presented and the Board reviewed the draft 2023 Illinois Public Libraries Annual Report (IPLAR). The IPLAR report will be added to the August Board Meeting for approval.

Recommendation(s) for Board Action (if any), consent agenda or new business?

Approval of 2023 Illinois Public Libraries Annual Report (IPLAR) (New Business)
Building closure for rooftop unit installation (New Business)
Approval of Monthly Financial Statements for June 2023 (Consent)

Tasks Pending (if any) Who – What – When: Who's doing the task? What is it? What's the deadline?

Personnel and General Agenda item(s) for next Committee of the Whole:

TBD

George Kotsinis, President
Date August 10, 2023

Suggestions & Questions from Our Library Users

July 2023

Service-related comments

1. I haven't been here long, but this library is one of the best part of Gurnee. I love this library!

   Thanks so much for this compliment. The library is grateful for your support. We love our patrons and communities!

Miscellaneous-related comments

1. It has been an ongoing issue (since there was still <u>snow</u> on the ground in 2023) that >1 of your multiple wall.hanging clocks in numerous compartmentalized rooms throughout <u>y̶our</u> library have been & continue to remain incorrectly synchronized w/the rest of the central time zone pleas correct this ASAP.

   Thank you for your suggestion. Our staff is in the process of evaluating and replacing clocks as time and budget allows.

Thank you for taking the time to help us improve our service to you.
If suggested a title for purchase, we have passed it along to staff members who order materials.

Ryan Livergood, Executive Director
Patron comments appear here unabridged and unedited.

President's Report, August 2023

July 18
1.5 Hours

July Regular Board Meeting

July 19
30 Minutes

WNPL Neighborhood Night at Christine Thompson Park

July 25
30 Minutes

Met with Rebekah to plan Committee of the Whole Meeting

August 1
2 Hours

August Committee of the Whole Meeting

August 9
30 Minutes

Met with Ryan to plan August Regular Meeting agenda.

August 10
30 Minutes

Complete President's Report and Committee of the Whole report

George Kotsinis, President
WNPLD Board of Trustees
8/10/2023

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Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JULY 2023
August 15, 2023
Submitted by Executive Director, Ryan Livergood

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EXECUTIVE SUMMARY

Highlights:
- Back-to-school Event was held July 28. This was a very successful event with over 16 partners in attendance. We distributed 500 backpacks, 600 books and numerous gift cards, games, and craft packets to the 539 attendees. With the help of partners, we were able to stick to our 2022 pledge to giveaway 500 backpacks in 2023, an increase from the 180 backpacks given away during our 2022 event.
- Summer reading continues, and as of August 2, over 1,300 readers are participating with over 900,000 minutes and 13,551 books read.
- Staff has been busy preparing for our migration to the CCS system. A total of 55 participants attended 11 hands-on training sessions planned for July in the library and at the CCS office in Lincolnshire. The last hands-on training is on August 15. WNPL goes live on the CCS system on Wednesday, September 6.

Meetings, programs, training attended:
- WNPL Staff TLC Training: Active Shooter and Lockdown Procedures (7/12).

Special plans for coming month:
- Completion of Quiet Reading Room renovation.
- CCS migration.

Special plans for the near future:
- Building systems update project.
- Completion of CCS migration.
- Library After Dark fundraiser.

ADMINISTRATION

Friends: The August Saturday Book Sale will once again take place during Gurnee Days weekend on Saturday, August 12.

Fundraising:

Fundraising through July				
		July	Year to Date	
Annual Fund		$ 5,150.00	$ 5,150.00	
Gifts		0.00	0.00	
Total		$ 5,150.00	$ 5,150.00	

Personnel:
Status of Organization: July 31st
Number of full-time employees: 39
Number of part-time employees: 47
TOTAL number of employees: 86
Total Average Full-time equivalents: 60.98*

*The Full-Time Equivalent employees (FTEs) may be full-time employees or variable hour employees whose hours are equivalent to one full-time employee per the Affordable Care Act. A FTE of 1.0 is equivalent to a full-time worker (30+ hours per week) while an FTE of 0.5 signals half of full-time work hours.

New hires:
- 7/10 V. Vazquez - FT Facilities Technician
- 7/10 M. Osuji-Temporary Library Page
- 7/31 A. Skinner – FT Mobile Services Programming Associate

Separations: None
Changes:
- 7/10 C. Anderson moved from 6 hours weekly to sub in Mobile Services

Workshops, programs, and training attended: 83.5 hours of training.

Safety and Security Statistics:
- Patron Assists: 162
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 6
- Unattended Children: 0
- Book Donations: 64
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 0
- Patrons asked to leave EOD: 2

ADULT SERVICES
- Our maker supplies have started to arrive including the new Cricut machines.
- Staff have attended PAS training for the upcoming CCS migration.
- Library of Things items have also been coming in.
- We have posted to hire a 10 per week Reference Associate to replace Amber Silva.

CIRCULATION

- Training for CCS, general, searching and holds, supervisors.
- Policy changes for 3013, 3020, 3023.
- Library after dark fundraiser contacting vendors, meetings.
- IPLAR completion.

COMMUNICATIONS

- The fall 2023 Inside Angle newsletter is scheduled to mail mid-August.
- The Village of Gurnee *Keeping Posted* newsletter has been released and mailed to homes in the community as of early August.
- Preparation for the CCS migration continues, including publicity regarding upcoming changes, updates of many internal forms and tools.
- Sandy and Maria met with a publicity consultant affiliated with Brushwood Center to prepare for communications related to the Back-to-School event on July 29.
- Eric designed the logo for the Library After Dark project and is part of the task force for the event, which meets weekly.
- Karen worked with Cathy S. to redesign our library card, which is currently in production and should be received soon.
- Karen redesigned Mobile Services schedules and signage, and Jennifer is working on additional signage to be used during Outreach events.
- Karen completed several reels for the Social Content Committee, including Barbie movie and SRP prizes reels that were popular on the library's Instagram presence.
- Communications publicized the QRR renovations during July.
- One enews blast was sent during July.
- The Communications team accepted over 100 graphics and publicity requests during July.

COMMUNITY ENGAGEMENT

- LCHEC continued recruitment of Health based non-profits that will expand health education mission. Started planning for health education events geared towards men and women wellness. Development of community wide reach with advocating for your health hybrid event.
- Esperanza's Music & Arts Academy discussions on participation in Hispanic Heritage Month Celebration.
- HACES discussions regarding the upcoming citizenship workshop scheduled for winter/spring programming. Due to space limitations, we opened discussions on scheduling DACA and citizenship workshops for the upcoming year.
- Promoted library events and programs at local radio station Union Latina 1220 on Saturday's from 8am-9am – segments with special promotion of back-to-school event.
- Participated in the Community Leadership Roundtable: Health, Equity, and Nature in Lake County Leadership roundtable with discussions on how clean air, water, and access to the outdoors are vital to human health.
Professional Development:
- Participated in a Multicultural Leadership Academy that featured n-depth sessions centered around emotional intelligence as a leader and the importance of leading with it.

FACILITIES

- Facilities Maintenance Department welcome Victor Vazquez on July 10th, he will help with daily assignments and responsibilities as Tech I.
- Performed Web Help Desk request along with the day-to-day activities.
- On the month of July we had several vendors touring our facilities to provide quotes for concrete repairs, exterior power wash, resealing and caulking of facial and soffit, exterior door replacement, and main entrance replacement.
- Meeting with Wold architects and engineers for the HVAC project timeline.
- Insurance Representative conducted building assessment, primarily for fire preventive systems, building stands in great status.
- Several aisles of book shelving were removed to accommodate installation of desktops, cabinets and overhead bins at Mobile Services for new work area.
- We had The Hill Group Mechanical Service Technicians on site to help us resolve the HVAC issue with our McQuay air handler.

INFORMATION TECHNOLOGY

- Setup for new hires in Mobile Services and Facilities.
- We moved technology hardware around in Mobile Services to efficiently make space without buying additional hardware. **(WSNH)**
- The switch project was completed in the 1st week of July. We assigned technology reporting based on location of hardware. This worked very well by keeping minimum and clear lines of communications. We used Teams exclusively for this. **(WSNH)**
- IT set up CCS training sessions for staff on patron programming laptops.
- Tiffany (Admin), Jenny (MS) and Scott (MS) are the first staff to transition completely to laptop with monitor, hub and wireless keyboard mouse setup. We are already receiving positive feedback.
- Inventory changes were reported for Industrial appraisal.
- IT is actively engaged with CCS to understand technology requirements for the transition.
- Processed Active directory and Office 365 requests.
- Troubleshooting of staff and patron equipment and hotspots.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 84 web helpdesk tickets.

MOBILE SERVICES

- Mobile Services welcomed Abby Skinner as the New Full Time Mobile Services Programming Specialist and Cindy Sleasman as the New Part-Time Mobile Services Programming Associate.
- Multiple CCS Trainings were completed by the entire department.
- Partnership programs with both Gurnee Park District and Wildwood Park District were well attended with various staff attending all the events with both the Bookmobile and the Van.
- Summer Reading Program: Classroom Edition had 399 children reached with both Shaker Eggs and Playdough handed out! Prizes will be collected next month!
- Alyssa got her C-Class Permit!
- The Mobile Services office area got a remodel thanks to Miguel and Victor! New desks/workstations were put in and the room was opened up.

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TECHNICAL SERVICES

- Completed various CCS training sessions.
- Removed all Mobile Services magazines.

YOUTH SERVICES

- The Summer Reading Program is going great. Our programming is well attended, and we've had a large number of children picking out free books for completing their 1,000 minutes.
- The Paw Patrol party in July was a tremendous success with over 86 kids attending as well as the local Gurnee Police and Fire!
- April and Jen Hoy presented a Tiny Tins program on Thursday with help from Gina Ornelas and Laura Stone. It's such fun to have different departments working together! (And the kids really enjoyed it too!)
- Becky hosted a 2-week Beginner Robotics course with two teenage volunteers. We were impressed with them and their knowledge of robotics.
- Kiara has established an Improv Club for teens, and they are having a lot of fun with more to come this fall.

AUGUST 2023 STATISTICS

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	326	188	514	326	188	514	665	-22.7%
Kits	0	36	36	0	36	36	104	-65.4%
Books	9,734	14,173	23,907	9,734	14,173	23,907	23,964	-0.2%
Music Compact Discs	670	93	763	670	93	763	736	3.7%
DVDs/Blu-rays	4,190	565	4,755	4,190	565	4,755	5,582	-14.8%
Magazines	723	60	783	723	60	783	636	23.1%
Video Games	771	0	771	771	0	771	696	10.8%
Videoplayers	0	0	0	0	0	0	13	-100.0%
Telescopes	8	0	8	8	0	8	7	14.3%
Backpacks	0	40	40	0	40	40	23	73.9%
Launchpads	0	16	16	0	16	16	14	14.3%
Hotspots	67	0	67	67	0	67	55	21.8%
7-Day Hotspots	17	0	17	17	0	17	0	N/A
ECF Hotspots	0	0	0	0	0	0	3	-100.0%
Wonderbooks	0	85	85	0	85	85	0	N/A
Sensory Bins	0	6	6	0	6	6	0	N/A
Rokus	19	0	19	19	0	19	0	N/A
ebooks (MMM, Hoopla)	4,403	606	5,009	4,403	606	5,009	5,141	-2.6%
eaudiobooks (MMM, Hoopla)	4,780	705	5,485	4,780	705	5,485	5,308	3.3%
evideo (MMM, Hoopla)	305	63	368	305	63	368	419	-12.2%
emusic (Hoopla)	102	6	108	102	6	108	170	-36.5%
emagazines (Overdrive)	355	0	355	355	0	355	253	40.3%
ecomicbooks (Hoopla)	121	43	164	121	43	164	219	-25.1%
Total emedia	10,066	0	11,489	10,066	1,423	11,489	11,510	-0.2%
MAIN LIBRARY SUBTOTAL	**26,591**	**15,262**	**43,276**	**26,591**	**16,685**	**43,276**	**44,008**	**-1.7%**

**MMM=MyMediaMall

MOBILE SERVICES CIRCULATION

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	9	0	9	9	0	9	19	-52.6%
Kits	0	1	1	0	1	1	12	-91.7%
Books	147	479	626	147	479	626	817	-23.4%
Music Compact Discs	0	8	8	0	8	8	4	100.0%
DVD's/Blu-rays	181	6	187	181	6	187	182	2.7%
Magazines	0	0	0	0	0	0	33	-100.0%
Video Games	1	0	1	1	0	1	0	N/A
Miscellaneous	0	0	0	0	0	0	1	-100.0%
MOBILE SERVICES SUBTOTAL	**338**	**494**	**832**	**338**	**494**	**832**	**1,068**	**-22.1%**

TOTAL CIRCULATION

	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
GRAND TOTAL	**26,929**	**15,756**	**44,108**	**26,929**	**17,179**	**44,108**	**45,076**	**-2.1%**

Warren-Newport Public Library District
Executive Director's Report
August 15, 2023

Services Statistics	July	July	July	July	July	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
July	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD TOTAL	
DESK ACTIVITIES												
Information	2,258	233	31	0	2,522	2,258	233	31	0	2,522	2,015	25%
Reference/Titles Req.	1,289	375	82	38	1,784	1,289	375	82	38	1,784	1,658	8%
E-Mail Reference	40	0	0	0	40	40	0	0	0	40	25	60%
Instruction Questions	794	101	0	0	895	794	101	0	0	895	772	16%
Total Desk Activities	**4,381**	**709**	**113**	**38**	**5,241**	**4,381**	**709**	**113**	**38**	**5,241**	**4,470**	**17%**
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				254					254	290	-12%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				154					154	158	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				320					320	281	14%
ILL Borrowing Filled	Use: Borrowing Requests Finished				266					266	178	49%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					2	2	0%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				1					1	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				2					2	2	0%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					0	0	N/A
CIRCULATION												
In-District cardholders					31,133					31,133	28,960	8%
Reciprocal cardholders					7,953					7,953	7,604	5%
Total Cardholders					**39,086**					**39,086**	**36,564**	**7%**
RBP Loaned					2,817					2,817	3,078	-8%
**RBP Borrowed					0					0	0	N/A
Holds					4,167					4,167	4,155	0%
Patron Count Main					0					0	16,086	-100%
Self Check Out Use					12,441					12,441	22,689	-45%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					0	40	-100%
Preschools (Book Deposits)					6					6	5	20%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					6					6	0	N/A
Special events					4					4	0	N/A
Total Bookmobile Stops					**16**					**16**	**45**	**-64%**
Total Patron Count					**174**					**174**	**239**	**-27%**
Doorstep Delivery					8					8	20	-60%
Deposit Collection deliveries					7					7	2	250%
Remote book drop pickups					13					13	13	0%
Total Van Stops					**28**					**28**	**35**	**-20%**
Days BKM on road					0					0	10	-100%
LIBRARY PROGRAMS												
# of Adult Programs					**9**					**9**	**8**	**13%**
Number of Synchronous Programs					65					65	128	-49%
Number of Asynchronous Programs					0					**0**	49	**-100%**
Synchronous Attendance					0					0	1,381	-100%
Asynchronous Attendance					0					0	0	N/A
Number of Self Directed Programs					0					**0**	0	**N/A**
Self-Directed Attendance					0					0	0	N/A
# of Youth Programs					**72**					**72**	**0**	**N/A**
Number of Synchronous Programs					38					38	0	N/A
Synchronous Attendance					691					**691**	1	**69000%**
Number of Self-Directed Programs					34					34	11	209%
Self-Directed Attendance					536					**536**	**0**	**N/A**
# of Mobile Services Programs					**1**					**1**	**0**	**N/A**
Number of Synchronous Programs for Adults					0					0	0	N/A
Adult Attendance					0					**0**	0	**N/A**
Number of Synchronous Programs for Youth					0					0	0	N/A
Youth Attendance												
Adult Attendance												
Number of Self-Directed Programs												
Self-Directed Attendance												
# of General Interest Programs					**1**							
General Interest Attendance					539					539	0	N/A
ROOM USE												
Meeting Room Uses					18					18	15	20%
Study Room Uses					542					542	445	22%
INTERNET USAGE												
# of in-house sessions					1,569					1,569	1,285	22%
Total Hours					1,105					1,105	853	30%
Average Session (minutes)					42					42	90	-53%
# of wireless sessions					17,365					17,365	0	N/A
OTHER SERVICES												
Proctoring					0					0	1	-100%
Voter Registration					0					0	0	N/A
Website views					22,350					22,350	21,394	4%
New items processed					831					831	1,839	-55%
Total materials Main library**					329,144					329,144	331,653	-1%
Total materials Outreach					9,005					9,005	14,204	-37%
TOTAL MATERIALS					**338,149**					**338,149**	**345,857**	**-2%**
Adult Volunteer Hours					233.3					233.3	141.0	65%
Student Volunteer Hours					66.8					66.8	44.0	52%
Total Volunteer Hours					**300.0**					**300.0**	**185.0**	**62%**

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
SEPTEMBER 2023- COMMITTEE OF THE WHOLE SEPTEMBER 5/ REGULAR MEETINGS SEPTEMBER 19		
• Public Hearing - Annual Budget and Appropriation • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October • Quarterly Review- Executive Director Evaluation and Goals	– Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund	– Fall programs begin – Library Card Sign-Up Month – Banned Books Week – ***Library Closed:*** *Labor Day*, September 4
OCTOBER 2023 - COMMITTEE OF THE WHOLE OCTOBER 3/ REGULAR MEETINGS OCTOBER 17		
• Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Quarterly Review: Self-Evaluation and Board Goals • Work on Per Capita & Equalization Aid grant application requirements • ILA Annual Conference. Thursday, October 26, 2023	– Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. Deadline TBD – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started – ILA Annual Conference October 25-27.	– Teen Read Week – National Friends of Libraries Week – Friends of the Library Meeting, October 26
NOVEMBER 2023 – COMMITTEE OF THE WHOLE NOVEMBER 7/ REGULAR MEETINGS NOVEMBER 21		
• Levy Ordinance. • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • Strategic Planning Process • Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY	– Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff	– Inside Angle: Winter Issue – NaNoWriMo – Annual performance evaluations – ***Library Closed:*** *Thanksgiving Day, November 23* – Book Sale: November 4

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
DECEMBER 2023– COMMITTEE OF THE WHOLE DECEMBER 5/ REGULAR MEETINGS DECEMBER 12		
• CW Short Takes for Trustees: Succession Planning and New Board Orientation • Treasurer's Report of Receipts and Disbursements • Semi-annual review of closed session minutes: second half year review • Executive Director's annual performance evaluation • Strategic Planning Process	− Treasurers' Report of Receipts and Disbursements to file with County Clerk − Email Holiday Cards − Program pay increases for staff − Strategic Planning Process	− *Library Closed*: *Christmas Eve, December 24.* *Christmas Day, December 25,* and *New Year's Eve, December 31*
JANUARY 2024 – REGULAR MEETINGS JANUARY 16		
• Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • <u>Quarterly Review</u>: Board Self-Evaluation and Goals • Strategic Planning Process • Fundraising update. • Semi-annual review of closed session minutes	− Pay increases effective January 1. − Ordinance – Bond Levy Abatement − Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 − Fundraising update − RAILS Memberships Standards Data Collection. Deadline March 31 − Set Budget process timeline	− Winter programs begin − *Library Closed*: *New Year's Day, January 1, 2024*
FEBRUARY 2024 – COMMITTEE OF THE WHOLE FEBRUARY 6/ REGULAR MEETINGS FEBRUARY 20		
• CW Initial overview of potential capital projects for FY 24/25 • President's Day Library Legislative Meet-up. • Strategic Planning Process • ILA, ALA+UFL Membership renewals for Trustees	− President's Day Library Legislative Zoom Meet-up. − Capital projects evaluation criteria. − Strategic Planning Process − ILA, ALA+UFL Membership renewals for Trustees	− Friends of the Library Meeting: TBD

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MARCH 2024 - COMMITTEE OF THE WHOLE MARCH 5/ REGULAR MEETINGS MARCH 19		
• CW Capital planning review and discussion. • Quarterly Review- Executive Director Evaluation and Goals • Strategic Planning Process	− 2023 RAILS Annual Library Certification & Membership Standards Data Collection − Capital planning budget finalized − Strategic Planning Process	− Freedom of Information Day
APRIL 2024 - COMMITTEE OF THE WHOLE APRIL 2/ REGULAR MEETINGS APRIL 16		
• CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Quarterly Review- Self-Evaluation and Board Goals	− Budget submitted by departments − File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) − Strategic Planning Process	− National Library Week − Spring programs begins − *Library Closed:* *Easter* Sunday
MAY 2024 - COMMITTEE OF THE WHOLE MAY 7/ REGULAR MEETING MAY 21		
• CW Review of latest budget daft and discussion • Tentative transfer of funds from Expandable Trust to Endowment Fund	− Renewal for medical, general liability and worker's compensation insurance	− Inside Angle: Summer Issue − *Library Closed*: Mother's Day Memorial Day − Friends of the Library Meeting TBD

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JUNE 2024- COMMITTEE OF THE WHOLE JUNE 4/ REGULAR MEETING JUNE 18		
• CW Finalize FY 24-25 Budget • Approval of FY24-25 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY23-24 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session's minutes. 6/30 Last day for first half year review • ALA Annual Conference • Quarterly Review- Executive Director Evaluation and Goals	**Fiscal Year 2023/2024 Ends** – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY24-25 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinoi Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference	– Summer Reading Begins – **Library Closed:** *Father's Day*
JULY 2024– COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
• Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance -Tentative Budget & Appropriations • Annual Audit of Secretary's Meetings Minutes FY23-24 • Semi-annual review of closed session minutes • Quarterly Review- Self-Evaluation and Board Goals	– NEW FISCAL YEAR 2024-2025 BEGINS – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Annual Audit Report – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Annual Audit of Secretary's Meeting minutes FY23-24 – Total Compensation Packages for employees earning over $75,000	– Summer Reading Ends – **Library Closed:** *Independence Day, July 4*
AUGUST 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS AUGUST TBD		
• Approval of 2024 Illinois Public Library Annual Report (IPLAR)	– File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Decennial Committee on Local Government Efficiency Meeting Report	– Inside Angle: Fall issue – Gurnee Days – Book Sale – Friends of the Library Meeting

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30684
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0556
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Warren-Newport Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	224 North O'Plaine Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Gurnee
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60031
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	224 North O'Plaine Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Gurnee
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60031
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8472445150
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8472443499
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.wnpl.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Ryan Livergood
1.15 Title	Executive Director
1.16 Library Director's E-mail	rlivergood@wnpl.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Lake
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	66,477
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	1
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
WARREN-NEWPORT P.L.D.	WARREN-NEWPORT PUBLIC LIBRARY DISTRICT		No

WARREN-NEWPORT P.L.D. BOOKMOBILE	WARREN-NEWPORT PUBLIC LIBRARY BOOKMOBILE		No

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
WARREN-NEWPORT P.L.D.	30684	3068400
WARREN-NEWPORT P.L.D. BOOKMOBILE	30684	3068401

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
WARREN-NEWPORT P.L.D.	224 NORTH O'PLAINE ROAD		No
WARREN-NEWPORT P.L.D. BOOKMOBILE	224 NORTH O'PLAINE ROAD		No

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
WARREN-NEWPORT P.L.D.	GURNEE		60031	
WARREN-NEWPORT P.L.D. BOOKMOBILE	GURNEE		60031	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
WARREN-NEWPORT P.L.D.	Lake		8472445150	
WARREN-NEWPORT P.L.D. BOOKMOBILE	Lake		8472445150	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
WARREN-NEWPORT P.L.D.	57,290		
[1]138			
WARREN-NEWPORT P.L.D. BOOKMOBILE			

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
WARREN-NEWPORT P.L.D.	3,528	52	208,907	0	0
WARREN-NEWPORT P.L.D. BOOKMOBILE	[2]346	50	4,636	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Celia G. Ornelas
3.5 Telephone Number of Person Preparing Report	847-244-5150
3.6 FAX Number	847-244-5323
3.7 E-Mail Address	gornelas@wnpl.info

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Katherine J. Arnold
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	847-244-5150
5.9 E-mail Address	karnold@wnpl.info
5.10 Home Address	670 Williamsburg Avenue
5.11 City	Gurnee
5.12 State	IL
5.13 Zip Code	60031

Second member

5.5 Name	Jo Beckwith
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	847-244-5150
5.9 E-mail Address	jbeckwith@wnpl.info
5.10 Home Address	14571 W. Crabapple Drive
5.11 City	Wadsworth
5.12 State	IL
5.13 Zip Code	60083

Third member

5.5 Name	Andrea Farr Capizzi
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	847-244-5150
5.9 E-mail Address	afarrcapizzi@wnpl.info
5.10 Home Address	5037 Glendale Drive
5.11 City	Gurnee
5.12 State	IL

5.13 Zip Code	60031

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	We host local schools where we offer special storytimes and activities for those on the spectrum. We also offer tactile activities at many programs as well as on a regular basis in the preschool room. We have sensory boxes available for checkout.
6.2 Total Number of Meeting Rooms	4
6.2b Total number of times meeting room(s) used by the public during the fiscal year	346
6.3 Total Number of Study Rooms	6
6.3b Total number of times study room(s) used by the public during the fiscal year	6,717

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years

Number of Facilities			1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling			0	$0
Structural repairs (walls, foundations, etc.)	1	$15,000	0	$0
Roof repair/replacement			0	$0
Heating/ventilation/air conditioning	1	$1,689,000	0	$0
Electrical systems other than alarms			0	$0
Plumbing systems		$0	0	$0
Egress systems (doors, stairs, etc.)	1	$18,000	0	$0
Fire protection (detectors, alarms, etc.)			0	$0
Asbestos abatement			0	$0
Security measures	1	$77,500	0	$0
Energy conservation			0	$0
Repair of sidewalks, curbing, parking areas	1	$7,500	0	$0
Accessibility measures			0	$0
Technology upgrading	1	$151,630	0	$0
New building construction (construction of a new facility)			0	$0
Building additions (adding square feet to existing facility)			0	$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling			0	$0
Structural repairs (walls, foundations, etc.)			0	$0
Roof repair/replacement			0	$0
Heating/ventilation/air conditioning			0	$0
Electrical systems other than alarms			0	$0
Plumbing systems			0	$0
Egress systems (doors, stairs, etc.)			0	$0
Fire protection (detectors, alarms, etc.)			0	$0
Asbestos abatement			0	$0
Security measures			0	$0
Energy conservation			0	$0
Repair of sidewalks, curbing, parking areas			0	$0
Accessibility measures			0	$0
Technology upgrading			0	$0
New building construction (construction of a new facility)			0	$0
Building additions (adding square feet to existing facility)			0	$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$12,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	$299,387
7.4 Legacy	$0
7.5 Gift	$0
7.6 Other	$0
7.7 Provide a general description of the property acquired.	Materials and capital purchases

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Corporate Fund $245,279 lower capital expense. Building, Sites and Maintenance Fund $77,414 lower electricity costs. Endowment Fund $27,643 lower expenditures. Special Reserve Fund $584,982 transfer due to accumulated funds. Working Cash Fud $5,052 interest gains.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	$3,840,000

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	$3,840,000 Series 2019 General Obligation Bond

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$6,450,000
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	$98,054
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$177,333
8.5 Other State Government funds received	$50,000
8.6 If Other, please specify	$50,000 ARPA Grant
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	$325,387

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0

8.10 Other federal funds received	$21,826
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	$21,826

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,
or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$51,665
8.14 Other receipts intended to be used for operating expenditures	$277,560
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	$329,225
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	$7,126,438

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$3,675,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	$3,007,961
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	$787,048
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	$3,795,009

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	$167,081
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	$242,525
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	$48,878
10.3b Please provide an explanation of the other types of material expenditures.	Audio Visual
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	$458,484

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures.
Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	$1,708,627
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	$5,962,120

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	$0
12.2 State Government [PLS 401]	$0

12.3 Federal Government [PLS 402]	$0
12.4 Other Capital Revenue [PLS 403]	$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$299,387

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	15	15	$601.98	518.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	$78.77	37.50
	Deputy Director	Assistant Library Director	$53.97	37.50
	Head of Communications	Other Type of Librarian	$48.50	37.50
	Head of Adult Services	Adult Services	$48.50	37.50
	Assistant Head of Adult Services Web Librarian	Adult Services	$41.94	37.50
	Senior Adult Services Librarian	Adult Services	$34.86	37.50
	Adult Services Associate Librarian	Adult Services	$34.76	6.00
	Senior Adult Services Librarian	Adult Services	$38.73	25.00
	Head of Youth Services	Young Adult Services	$40.95	37.50
	Youth Services Librarian/Early Literacy	Young Adult Services	$27.00	37.50
	Youth Services Librarian	Young Adult Services	$25.00	37.50
	Youth Services Librarian	Young Adult Services	$25.00	37.50
	Head of Technical Services	Collection Development Acquisitions	$40.96	37.50
	Catalog Librarian	Cataloging	$31.04	37.50

	Head of Mobile Services	Bookmobile	$32.00	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]		12.96

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the **TITLE of LIBRARIAN** who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary			1	$0.00	0.00
	13.6 Position Title	**13.7 Primary Work Area**	**13.8 Education Level**	**13.9 Hourly Rate**	**13.10 Total Hours/Week**
			Bachelor's Degree: No library science	**$0.00**	**0.00**

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11] [PLS 251]	12.96

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,429.25
13.14 Minimum hourly rate actually paid	$13.65
13.15 Maximum hourly rate actually paid	$47.90
13.16 Total FTE Group C employees (13.13 / 40)	35.73

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	105.00
13.18 Minimum hourly rate actually paid	$13.65
13.19 Maximum hourly rate actually paid	$16.63
13.20 Total FTE Group D employees (13.17 / 40)	2.63

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	132.50
13.22 Minimum hourly rate actually paid	$15.75
13.23 Maximum hourly rate actually paid	$38.85
13.24 Total FTE Group E employees (13.21 / 40)	3.31
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	41.67

13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	54.63

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level		13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level		13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level		13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	213,543
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

40

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:
A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	346	8,132	4	648
Children (6-11)	[3]74	[4]1,869	107	4,775
Young Adults (12-18)	200	717	79	1,759
Adults (19 and older)	163	1,948	14	1,677
General Interest	12	[5]1,638	7	728
Total	795	14,304	211	9,587

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	606	11,317
Synchronous In-Person Offsite Program Sessions	105	2,197
Synchronous Virtual Program Sessions	84	790
Total	795	14,304

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	9
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	999

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	WNPL provide the SMILE program for developmentally disabled adults, some of whom are on the autism spectrum. We do a variety of crafts & other activities. We host local schools where we offer special storytimes and activities for those on the spectrum. We also offer tactile activities at many programs as well as on a regular basis in the preschool room. We have sensory boxes available for checkout.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	38,618
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	38,618
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Print Materials [PLS 450]	141,258
17.2 Current Print Serial Subscriptions	217
17.3 Total Print Materials (17.1+17.2)	141,475
17.4 E-books Held at end of the fiscal year [PLS 451]	58,785
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	11,204
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	65,214
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	17,572
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	45,975
17.6c Other Circulating Physical Items [PLS 462]	901
17.6d Total Physical Items in Collection [PLS 461]	170,935

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	23
17.8 State (state government or state library) [PLS 457]	16

17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	39

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: Counting Electronic Item Usage for the IPLAR

18.1 Number of adult materials loaned	306,448
18.2 Number of young adult materials loaned	20,996
18.3 Number of children's materials loaned [PLS 551]	174,004
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	501,448

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: Reporting Electronic Item Usage for the IPLAR

18.5 Books- Physical	271,825
18.6 Videos/DVDs- Physical	54,526
18.7 Audios (include music)- Physical	16,564
18.8 Magazines/Periodicals- Physical	9,179
18.9 Other Items- Physical [PLS 561]	9,972
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	362,066
18.11 Use of Electronic Materials [PLS 552]	139,382
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	501,448
18.13 Successful Retrieval of Electronic Information [PLS 554]	52,132
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	191,514
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	553,580
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	1,549
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	2,230

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	17,919

19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	0

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	189
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	82
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	300 Mbps
21.3 What is the monthly cost of the library's internet access?	$1,600
21.4 Number of Internet Computers Available for Public Use [PLS 650]	23
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	16,535
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	199,668
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	174,414 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$14,472
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	652.30
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	**WNPLD started providing Lobby Stop visits to senior centers, and consistent Early Literacy visits to local preschools.**
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	**George Kotsinis**
25.4 Second board member completing the audit	**Wendy Hamilton**
25.5 Date the Secretary's Audit was completed	**07/18/2023**

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	**Ryan Livergood**	**08/15/2023**
President	**George Kotsinins**	**08/15/2023**
Secretary	**Jo Beckwith**	**08/15/2023**

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this

year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

[1], 2.11a This is correct. No changes. (*0-2023-07-25*)

[2], 2.12 Service hours to weeks available were skewed due to the changes the department was going through starting back in December. With the Bookmobile off road from February through the end of May we still offered some services weekly but the number of hours that we were having public service was drastically reduced sometimes as much as just 1 or 2 hours for the week. That number should increase next year. (*0-2023-07-25*)

[3], [PLS 602] We pivoted halfway through the 2021/2022 reporting period away from virtual programming. As a result, our synchronous programming is higher this year, while our virtual programming is lower (*0-2023-07-25*)

[4], [PLS 612] We pivoted halfway through the 2021/2022 reporting period away from virtual programming. Similarly, as a result, our synchronous attendance is higher this year, while our virtual attendance is lower. Overall, the numbers remain stable. (*0-2023-07-25*)

[5], 15.10 We are focusing more on large-scale events that include all ages. For example, we hosted a 50th anniversary event which had over 800 attendees. (*0-2023-07-25*)